

## **INTERNATIONAL MILITARY STUDENT (IMS) INFORMATION PAPER**

TO: \_\_\_\_\_

Congratulations, you have been selected to attend United States sponsored training. Attached are documents relating to the training you will be taking:

1. Attached are five copies of your International Travel Order (ITO) to include the original. If you find any errors on this order, notify me as soon as possible so that an amendment can be prepared.
2. Attached is a Pre-Departure Briefing Form. Please read and sign at bottom indicating that you do not need further information, or that you do want more information. Send back to me at address indicated or through your military training department. I must have this form in your file.
3. Also attached is a Student Biography, which is partially filled out with information from your ITO. I need for you to complete the form and also return it to me prior to your departure. If a form is not attached, then it has been provided by your service or not needed.
4. Finally, there is a Post-Schooling Evaluation Form which I would like you to fill out once the course is completed. This helps us to determine what changes need to be made to make the training experience more valuable. Please return this to me upon your return from training.

I want to do everything I can to make your training experience a rewarding event. Please help me by returning the forms to:

Office of Defense Cooperation  
American Embassy  
ATTN: Training Manager  
Lange Voorhout 102  
2514 EJ The Hague

Or Fax to 070-364-8330

Call (070-310-9285) if you have any questions.



Randy Meyer  
Training Manager